

Expression of Interest for Oilfields School Council Executive Committee 2017 - 2018 School Year

The Oilfields School Council Annual General Meeting will take place on Wednesday, May 3rd at 6:30 pm in the learning commons at Oilfields School.

Items that will be on the agenda for that meeting include:

- ❖ Highlights from 2016-17
- ❖ School Council Plans 2017-18
- ❖ Volunteer and Committee Opportunities
- ❖ Election of new Executive Committee Members (role descriptions below) by secret ballot

As a committed and involved supporter of our children's education, your participation at this meeting is needed and greatly appreciated. If you would like to be considered as a candidate for any of the elected Executive Committee Member positions, you may do so in person at the meeting, or by completing and returning this form, in a sealed envelope labeled "School Council Election Candidate", to the school office prior to 12:00 noon on May 3rd. **You must be present at the meeting to be considered for election.** Completion of this form does not obligate you to stand for election at the meeting; you may decline at the time of the elections.

- a. THE **CHAIR** (*time commitment approximately 4 hours per month, plus 2 COSC meetings in the year - can send designate*)
- 1) Unless otherwise delegated, the Chair plans meetings, co-constructs agendas with the principal, facilitates School Council meetings, acts as the spokesperson for the School Council, serves as the Alberta Schools Councils' Association representative and supports the activities of the School Council.
 - 2) In accordance with *School Councils Regulation*, the Chair will prepare and provide the Foothills School Division with an annual report by June 30th of each school year.
- b. THE **VICE-CHAIR** (*time commitment approximately 3 hours per month*)
- 1) The Vice-Chair assists the Chair with duties as assigned, and in the absence of the Chair, assumes the duties of the Chair. The Vice-Chair is the designated Personal Information Protection Act (PIPA)/Privacy Officer of the School Council and ensures the management of personal information in compliance with PIPA. Unless otherwise delegated, the Vice-Chair assumes responsibility, in consultation with the School Council, for communicating with the Driller Athletic Society or other parent groups within the School.
- c. THE **SECRETARY** (*time commitment approximately 3 hours per month*)
- 1) The Secretary keeps accurate minutes and records of all School Council meetings, documents and files all correspondence and communications and keeps an accurate list of names and addresses of School Council members who have knowingly provided the information to the School Council, in compliance with the Personal Information Protection Act (PIPA). The Secretary ensures all materials relating to the School Council including resources (Alberta School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in the School.
- d. THE **TREASURER** (*time commitment approximately 3 hours per month*)
- 1) The Treasurer records financial transactions of the School Council, presents regular financial reports to the School Council, prepares the accounts for auditing and complies with School Council and school board policies.

Student(s) Name who will be attending Oilfields School in 2017/18 _____

Your Name(s): _____

Relationship to Student(s): _____

Home Phone: _____ Work/Cell Phone: _____

Email Address: _____

Position you are interested in: Chairperson Vice-Chairperson Secretary Treasurer

Signature*: _____ Date: _____

* **Please note:** Your Expression of Interest Form will remain sealed until 15 minutes before the start of the AGM, at which time the chairperson for the AGM will open each envelope and place each form in an area suitable for other attendees to view. At the time of the Elections, the AGM chairperson will read the names of each person interested in each Executive Committee position and ask if that person is present at the meeting and still interested in having their name stand for election, in addition to calling for nominations or volunteers from the floor. You may put your name forward for more than one position, however can only fill one position.